



FINANCIAL PROCEDURES AND ACCOUNTING

CAP Regulation 173-1 dated 15 November 2012, including ICL 17-02 dated 15 March 2017 is supplemented as follows:

ADDED: Paragraph 20e. The Wing Commander, Deputy Commander, Director of Operations, Director of Finance, Aircraft Maintenance Officer, Director of Cadet Programs, Wing Administrator, and each Unit Commander are authorized to be issued a Wing corporate credit card for approved official expenses permitted by CAPR 173-1 as approved by the Wing Commander.

ADDED: Paragraph 20f. Wing credit cards shall have the following monthly spending limits based on duty position. The Wing Finance Committee may approve an increased spending limit for individual Unit Commanders with a demonstrated bona fide need.

1. Wing Staff Member: \$1500.00
2. Unit Commanders: \$ 500.00

ADDED: Paragraph 20g. (Added) General Use Policy.

1. Wing Credit Card purchases shall be for official business associated with expenses of Vermont Wing's mission as authorized by the Wing Finance Committee and CAPR 173-1.
2. Invoices and receipts shall be forwarded to the Wing Administrator AND Director of Finance as soon as possible, but no later than seven (7) days of the purchase. A detailed description of the nature of the expenditure shall be written on the invoice/receipt (as applicable) with the vehicle ID, tail number, Mission number, and sortie as applicable along with the member's name, legibly, put on the receipt.
3. Invoices/receipts must be legible in their original form; no changes to the original receipt will be acceptable except for, the member's name, legibly, being put on the receipt.
4. Lost or stolen credit cards must be reported immediately to the Wing Commander, Director of Finance, and the Wing Administrator. Lost or illegible receipt requires the credit card holder to complete a letter of explanation detailing the expenses, the purpose, amount and why a duplicate receipt cannot be obtained from the vendor. Submit this letter to the Wing Administrator and the Wing Director of Finance within 48 hours of the purchase. This letter will be submitted on the claimant's unit's letterhead.
5. Use of the Wing Credit Card for cash advance, alcoholic beverages, personal expenses, or any unauthorized expenses are prohibited.

6. Purchases exceeding the pre-approved amounts require prior approval of the Wing Finance Committee.
7. Failure to comply with this policy or CAPR 173-1 will result in revocation of credit card privileges. See CAPR 173-1 paragraph 20 for specific credit card requirements, restrictions, and procedures.

ADDED: Paragraph 24a. Vermont Wing members are authorized reimbursement for travel expenses incurred in performance of their official duties for the Vermont Wing Civil Air Patrol pursuant to the following conditions.

1. **Approval:** Official travel shall be approved in advance by the Wing Commander, Deputy Commander, or Chief of Staff. Evidence (email, DocuSign approval document, etc.) of the approval shall be submitted with the Travel and Expense Report, VTWG Form 173-1a (see paragraph 24c. below). Rental vehicles require specific authorization and justification (see paragraph 24b.5. below).
2. **Budgeting:** Each Directorate shall submit anticipated travel expenses as part of their annual budget for approval by the Wing Finance Committee prior to each fiscal year. Out-of-cycle requests for travel will be examined on a case-by-case basis.

ADDED: Paragraph 24b. Reimbursable expenses. Each of the expenses incurred because of approved official travel will be reimbursable as specified below.

1. **Fuel:** The actual fuel used for the approved travel as specified on the Travel Voucher (see paragraph 24c. below). The vehicle should be filled up prior to departing on travel and refueled upon returning.
2. **Meals:** The actual cost of meals up to \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner. Alcoholic beverages are not authorized for reimbursement and shall not be charged on Corporate Credit cards.
3. **Lodging:** The actual cost of lodging for the duration of the approved travel. To the maximum extent possible, members will use the most reasonable accommodation available including on-base lodging at Military Facilities, or Government Rate where available. If more than one Wing member is traveling to the same activity, members of the same sex shall share rooms to the greatest extent possible. All Cadet Protection Policies shall apply.
4. **Conferences, Meetings, or Training Registration or Course Fees:** The actual conference, meeting, training registration, or course fees.
5. **Rental Vehicles:** Specific prior authorization for rental vehicles reimbursement is required. Justification for bona fide needs must be specified and why mass transit (taxi, train, bus, etc.) are not sufficient. Whenever possible, arrangements with local CAP units shall be made to use Corporate Owned Vehicles (COV) versus rental vehicles.
6. **Miscellaneous Expenses:** Parking fees, taxi fare, tolls, airline baggage fees and other customary and reasonable fees incurred because of the travel may be reimbursable. Personal items such as toiletries, clothing, etc. are not reimbursable.

ADDED: Paragraph 24c (Added) Reimbursement Procedures.

1. The Travel and Expense Report, VTWG Form 173-1a, available on the VT Wing Member Portal Forms section, shall be completed and submitted to the Wing Administrator AND Director of Finance no later than 7 days following the official travel with all supporting documentation attached. The Travel and Expense Report must be legible, preferably completed electronically, and printed or emailed, and all applicable fields must be addressed with as much specificity as possible. An incomplete Travel and Expense Report or missing justification or receipts will not be processed for reimbursement.
2. Supporting documentation: Unaltered, legible receipts for all expenses shall be submitted with, or attached to, the Request for Reimbursement/Payment, VTWG Form 173-1b. The receipts must detail the product or service purchased, credit card receipts only disclosing total amounts are not sufficient. Approval for the travel (email, DocuSign, approval document, etc.) is also required. When submitting receipts, the applicant shall put their name, legibly written, on the receipt. Lost or illegible receipts require the traveler to complete a letter of explanation detailing the expenses, the purpose, amount, and why duplicate receipts cannot be obtained from the vendor. This letter shall be submitted on the claimant's unit's letterhead.

ADDED: Paragraph 24d. Subordinate Unit Applicability: This policy shall apply to all subordinate Vermont Wing Units unless they establish their own policy. Subordinate units Travel and Reimbursement Policy shall be equivalent to this policy and may be more restrictive but not less. All Subordinate unit travel and reimbursement policies shall be forwarded to the Wing Director of Finance for review prior to approval. Subordinate Units approval will be the Unit Commander and Unit Finance Committee, followed by the Wing Director of Finance. Policy approval decisions may be appealed to the Wing Commander.

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-ATTACHMENT 1
Compliance Elements

There are no compliance elements associated with this supplement.